

# Communications Unit Training Program Update

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# Overview



- NIMS ICS All-Hazards Position Specific Training
- Upcoming COML Training
- DHS All-Hazards COML Program Updates
- Recommended Revisions to the Training Coordination Procedure
- Next Steps

# NIMS ICS All-Hazards Position Specific Training



- ADEM Training & Exercise Office
  - Direction of John Dirickson
  - Della Kemp, Ron Kopcik, Michelle Dennis
- FEMA, Hazardous Materials, WMD & All-Hazards Trainings
  - 2010: trained 5,415 students statewide
  - 2011: trained 1,908 students statewide
- 2010: Federal Emergency Management Agency (FEMA) tasked the States to handle the NIMS All-Hazards Position Specific Training Program
  - Consists of 15 courses (8 Command & General Staff and 7 Unit Leader)
  - The COML Class has a FEMA number: L969
  - DHS is in the process of launching a COMT course, but it does not yet have a FEMA number

# NIMS ICS All-Hazards

## Position Specific Training, *cont.*



- FEMA's Emergency Management Institute (EMI) developed Policy and Procedures for STO's to follow
  - Instructor Qualifications, Historical Recognition/deadline, Procedure for delivering 'L' courses, Future of the program and course descriptions
  - This document focused on Command & General Staff
  - Specifically notes that it is recommended to the States that the SWIC also be contacted for additional assistance and/or guidance as required for COM-L training

# Upcoming COML Training



- A COML Training Interest Survey was emailed to the interested parties list on July 14<sup>th</sup>. Responses were requested by July 31<sup>st</sup>.

- 110 people responded:

Apache – 1	Cochise – 10	Coconino – 1	Gila – 2
La Paz – 2	Maricopa – 42	Mohave – 16	Navajo – 1
Pima – 23	Pinal – 5	Yavapai – 3	Yuma – 4

- The PSIC Office will use information gathered from survey responses, along with knowledge of availability and previously scheduled exercises/events to determine possible locations and dates for the All-Hazards COML Training Courses.
- The Communications Unit Training Coordination Procedure will be used when planning these and future Communications Unit training courses.

# Procedure Background



- The PSIC Office, in coordination with ADEM and the NIMS-CU Workgroup, developed the AZ Communications Unit Training Coordination Procedure.
- It was approved by SIEC on March 15, 2011 and posted on the PSIC website: <http://www.azpsic.gov/library/standards/default.htm>
- The Procedure:
  - Serves as a guide for offering consistent and timely delivery of Communications Unit Training Courses statewide to qualified individuals
  - Supports the use of County training or other funds for such training (which is now FEMA approved)
- The NIMS-CU Workgroup, in consultation with PSIC and ADEM, recommends updates to this procedure to be consistent with Department of Homeland Security (DHS) revised policies and procedures.

# DHS All-Hazards COML Program Updates



- In 2010, DHS OEC began working with FEMA to release a single All-Hazards COML course.
- Effective June 1, 2011, any All-Hazards COML course taught outside EMI will follow the same processes as all other FEMA courses.
- Program Updates:
  - Curriculum length was extended from 3 to 4 days
  - OEC Approved Instructors will now be recognized as All-Hazards COML Instructors for FEMA
  - EMI will maintain the FEMA database of qualified instructors for each of the NIM ICS All-Hazards Position Specific Command and General Staff Courses
  - National Emergency Training Center (NETC) Admissions will log each student who successfully completed the course into the NETC national database, and will mail a “Certificate of Completion” to each student
  - Collaboration between the Statewide Interoperability Coordinator (SWIC) and State Training Officer (STO) is encouraged
  - All-Hazards COML course materials will no longer be available via the NIIX website; they are available to the SWIC, STO and Instructors through a secure website hosted by FEMA

# Recommended Procedure Revisions



- Updates to the DHS All-Hazards COML Program were incorporated as appropriate.
- References to “OEC” were removed and replaced with “FEMA.”
- All references to the Government Information Technology Agency (GITA), including website URLs, email and physical addresses, to be changed to reflect merge into ADOA’s Arizona Strategic Enterprise Technology (ASET) Office.
- **Section 1 – Introduction**
  - Updates to the Arizona Regional All-Hazards COML Recognition Program and NIMS-CU Workgroup Policies and Procedures are noted and approval requirements for changes are specified
  - The process for recommending revisions, including review by the NIMS-CU Workgroup and approval by SIEC, is described



# Recommended Procedure Revisions, *cont.*



- **Section 2 – Training Course Information**

- Structure and length of COML and COMT courses are described
  - » COML: 3-day curriculum was extended to 4 days
- COM Train the Trainer (TtT): DHS is no longer offering the single day curriculum. For those who have already attended the COM TtT Course:
  - » An individual interested in being recognized by FEMA as an Instructor must serve as an “Instructor in training” with an experienced lead Instructor and must have an Instructor Task Book signed off by that Instructor
  - » The individual must then complete the process to become part of the Federal Emergency Management Agency (FEMA) Instructor Database no later than December 31, 2011

- **Section 3 – Course Instructor Information**

- Communications Unit Training Instructors must be approved by FEMA and listed as All-Hazards Communications Unit Instructors in the FEMA Instructor Database
- To be a COM TtT Instructor, and individual must meet requirements established from time to time by DHS

# Recommended Procedure Revisions, *cont.*



- **Section 5 – Course Documentation**

- National Emergency Training Center (NETC) Admissions will log each student who successfully completed the course into the NETC national database and mail a “Certificate of Completion” to each student

- **Section 6 – Training Requests and Inquiries**

- A County or agency interested in sponsoring a Communications Unit Training Course should contact the State Training Officer (STO) at the Arizona Division of Emergency Management (ADEM), who will then notify the PSIC Office
- In the event an agency plans to provide its own Communications Unit Training, the agency is required to notify ADEM and the PSIC Office
- The County or agency must provide a training request form to ADEM for the course to be properly registered through the STO and EMI so that the course will be considered valid and students will receive credit

- **Section 7 – Training Coordination**

- This section is no longer a “proposed procedure,” but is established by this update

# Next Steps



- If the Communications Unit Training Coordination Procedure is approved by SIEC:
  - It will be posted on the PSIC website and sent to the interested parties list (about 650 people)
  - The PSIC Office will continue collaborative efforts with ADEM and the NIMS-CU Workgroup in support of the processes described in the Procedure

**Further Discussion; Questions?**

**Possible Approval**